

memorandum

DATE: July 6, 2006

REPLY
ATTN OF EM-13

SUBJECT: Environmental Management Site **Specific Advisory Board** Interim **Guidance**

TO: Distribution

Attached for your implementation is the new Interim Guidance for management of the Environmental Management (EM) Site **Specific Advisory Board (SSAB)**. This Guidance is *consistent with the EM SSAB Charter* that was effective on May 16, 2006.

The EM SSAB structure of local **boards allows** the Department of Energy (DOE) to establish uniform **administrative guidelines and management controls across the complex**. The Code of Federal Regulations requires **agencies to ensure that there are** the necessary plans and **procedures** covering implementation in **place to support an advisory committee's** mission and **function**. This Interim Guidance **replaces the guidance** document issued on December 8, 2003.

The Interim Guidance **will be updated** again **later this** year after the new DOE Manual 515.1-X, **Advisory Committee Management Program**, is issued. During the intervening **period**, provide any comments you may have on improving **the Guidance** to **Ms. Melissa Nielson**, Director of the **Office of Public & intergovernmental Accountability (EM-13)**.

It is the responsibility of you, your Deputy Designated Federal Officer, and Federal **Coordinator** to ensure compliance with Federal **Advisory Committee Act (FACA)**, the Federal **Advisory Committee Management** regulations, the current DUE Manual 510.1-1, **Advisory Committee Management Program**, and this Interim Guidance.

If you have any questions, please contact Ms. Nielson at (202) 586-0356.


James A. Rispoli
Assistant Secretary for
Environmental Management

Attachment